

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 6, 2016

Closing Date: January 13, 2016

PARALEGAL

Criminal Division, Felony Trial, New Castle County Unit

Job Responsibilities and Duties:

This Paralegal provides paralegal support to Deputy Attorneys General in the Criminal Division, New Castle County Unit, Felony Trial, in New Castle County. This Unit is a very busy and extremely fast-paced demanding work environment. This Paralegal has many duties; an integral duty is to assist multiple Deputy Attorneys General with discovery. Organization and preparation are key skills needed in this position. This Paralegal is required to research and is also required to process important legal documents in preparation for trial for the Deputy Attorneys General. Duties include victim/witness contact, obtaining reports and other information requested from police agencies, gathering and tracking statistical information for preparation of cases, redacting hard copies of discovery materials such as police reports, search warrants, medical records and cell phone records. Also the duties include obtaining any additional evidence from police officers and other agencies not provided at intake for discovery. This Paralegal will convert, copy and redact audio/video discovery. This Paralegal will be cross trained on all the Felony Trial Unit paralegal specialties including Interstate Agreement Detainers (“IAD”) and Pardon and Parole. This Paralegal will draft Habitual Motions for sentencing, conduct research for dispositions on out of state convictions, file Motions, load informations, load nolle prosequi and file other legal documents, conduct print NCIC criminal histories, draft Board of Parole letters in response to applicant’s requests, answer victim/witness questions regarding reason for appearance, review and schedule intakes for gun cases, create gun statistics, draft and send subpoenas, and other duties as requested by Deputy Attorneys General in preparation for trials. This Paralegal’s duties will include cross training references to DNA and Ballistic coordination and this Paralegal will assist with homicide case assignments as needed.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate’s degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor’s degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor’s degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor’s degree **AND** one year of law school

Internal applicants: Please send an updated resume or a summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.